



# MARIAM ALQARI

## Business Management

seeking a suitable job according my qualification and my skills thus to gain more experience and knowledge

## Contact

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Bahrain - Sadad

## Education

### AMA - Business Mangement

2010 - 2014

### Marina Secondary school

2006 - 2009

## Skills

Reception work	● ● ●
Insurance work	● ● ○
Microsoft system ( word - power point)	● ● ●
Communication	● ● ○
Teamwork	● ● ○
Organized	● ● ●
Reporting	● ● ○
Social media	● ● ○

## Experience

### Accountant

feb 2011- jan 2012

#### carrefoure supper market

- in charge of monetary collection
- checking inventory stocks

### Receptionist

May2012 - june 2014

#### Middle East Medical

- in charge of monetary collection
- costumers service
- Attending important phone calls

### Head Receptionist

Jan 2017 - oct 2019

#### Ceram specialist dental center

- In charge of monetary collection
- costumer said service
- attending important phone calls
- insurance processing
- attending and sum matting outside for insurance purposes
- holding social media accounts of the clinic

### Head Receptionist

July 2017 - Present

#### Dental house dental centre

- In charge of monetary collection
- costumer said service
- attending important phone calls
- insurance processing
- attending and sum matting outside for insurance purposes
- holding social media accounts of the clinic
- reporting
- accounting

## Language

Arabic - Native

English - Fluent